

**DUNDURN RURAL WATER UTILITY**  
**Regular Meeting**  
**Minutes**

**Wednesday, March 24, 2021**  
**9:30 a.m.**

Minutes of a regular meeting of the Dundurn Rural Water Utility held at the Dundurn Rural Water Utility office at 401 2<sup>nd</sup> Street, Dundurn, Sask. and via ZOOM Video Conferencing on Wednesday, March 24, 2021.

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Present:

Town of Hanley:	- Darice Carlson
R.M. of Rosedale:	- Harold Dyck
Resort Villages of Thode & Shields:	- Corey Fernets
Town of Dundurn:	- Andrew Servetnyk
Elected Members at Large:	- Murray McArthur
	- Rosalind Arndt, Administrator
	- Jason Bellina, Maintenance & Operations Supervisor

ATTENDED via: ZOOM Video Conferencing:

R.M. of Dundurn:	- Jay Olyniuk
Elected Members at Large:	- Nelson Crowder
Subject Matter Professional:	- Michael Kuzma

Absent: - Lloyd Gratrix

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The regular meeting was called to order by Chair, Darice Carlson at 9:31 a.m.

**1. APPROVAL OF AGENDA**

16/2021 CROWDER ) **THAT** the agenda be approved as presented.

**CARRIED.**

**1. APPOINTMENT OF SUBJECT MATTER PROFESSIONAL**

17/2021 DYCK ) **THAT** the Board appoints Michael Kuzma as Subject Matter Professional for this meeting and **THAT** Michael will be reimbursed one hundred dollars for attending this meeting.

**CARRIED.**

**2. NEW BUSINESS – OPERATIONS & MAINTENANCE REPORT**

Jason reviewed the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary as attached.

18/2021 OLYNIUK ) **THAT** the Maintenance Operational Report, the SRC Water Sample Report, the Daily Water Sample Report and the Maintenance Monthly Hours Summary which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**2.f. New Policy – Installation of Meters**

Jason explained that they have trouble when trying to install a water meter in freezing cold temperatures. He has asked the Board to pass a policy not to install meters if the outside temperature is below -25 degrees Celsius (with the wind chill).

19/2021 FERNETS ) **THAT** the Board approve Policy No. 456 stating that no water meters will be installed in any home or business if the outside temperature is -25 degrees Celsius (with the wind chill) or colder and **THAT** this policy will be added to the subscriber agreement.

**CARRIED.**

**2.g. DISCUSSION ON TESTING WATER METERS FOR RE-SELLERS**

20/2021 SERVETNYK ) **THAT** the discussion on testing water meters for re-sellers will be moved to the next maintenance meeting.

**CARRIED.**

**9:50 a.m.** – Jason left the meeting.

**3. REVIEW OF 2020 FINANCIAL STATEMENT with Max Lingard, Lingard & Dreger**

**9:55 a.m.** - Max Lingard joined the meeting via ZOOM video conferencing. Max reviewed the 2020 Financial Statement along with all letters to be signed by the Board.

**10:33 a.m.** – Max Lingard left the meeting.

21/2021 MCARTHUR ) **THAT** the Board accept the Dundurn Rural Water Utility Audited Financial Statement for the year ended December 31, 2020 for information purposes only along with the Audit Findings Report, Independence to the Directors and Terms of Engagement letters.

**CARRIED.**

**4. REVIEW OF BOARD MEETING MINUTES FROM February 24, 2021.**

22/2021 CROWDER ) **THAT** the minutes from the February 24, 2021 meeting be approved as circulated.

**CARRIED.**

**5. BUSINESS ARISING FROM PREVIOUS MINUTES (as stated on Agenda)**

**5.a. MEMORANDUM OF AGREEMENT (MUTUAL AID AGREEMENT)**

**Bylaw No. 1/2021 Memorandum of Agreement with Other Municipalities for the Provision of Mutual Aid for Daily Water Sampling**

**BYLAW NO. 1-2021 – FIRST READING**

23/2021 DYCK ) **THAT** Bylaw No. 1-2021, being a bylaw to enter into a memorandum of agreement with other municipalities for the provision of mutual aid for daily water sampling, be read a first time.

**CARRIED.**

**BYLAW NO. 1-2021 – SECOND READING**

24/2021 OLYNIUK ) **THAT** Bylaw No. 1-2021, be read a second time.

**CARRIED.**

**BYLAW NO. 1-2021 – THIRD READING**

25/2021 FERNETS ) **THAT** Bylaw No. 1-2021 be given three readings at this meeting.

**CARRIED UNANIMOUSLY.**

**BYLAW NO. 1-2021 – THIRD AND FINAL READING**

26/2021 SERVETNYK ) **THAT** Bylaw No. 1-2021, being a bylaw to enter into a memorandum of agreement with other municipalities for the provision of mutual aid for daily water sampling, be read a third time and finally adopted.

**CARRIED.**

**5.b. SASKWATER SPECIAL MEETING**

Darice and Rosalind reviewed the minutes from the special SaskWater and City of Saskatoon meeting held March 4, 2021.

**5.c. PROVINCIAL ARCHIVES OF SASKATCHEWAN**

The Board reviewed information from the Provincial Archives of Saskatchewan regarding destroying closed Subscriber files.

**Bylaw No. 2/2021 Termination of Closed Subscriber Files**

**BYLAW NO. 2-2021 – FIRST READING**

27/2021 MCARTHUR ) **THAT** Bylaw No. 2-2021, being a bylaw to terminate closed Subscriber files, be read a first time.

**CARRIED.**

**BYLAW NO. 2-2021 – SECOND READING**

28/2021 CROWDER ) **THAT** Bylaw No. 2-2021, be read a second time.

**CARRIED.**

**BYLAW NO. 2-2021 – THIRD READING**

29/2021 DYCK ) **THAT** Bylaw No. 2-2021 be given three readings at this meeting.

**CARRIED UNANIMOUSLY.**

**BYLAW NO. 2-2021 – THIRD AND FINAL READING**

30/2021 OLYNIUK ) **THAT** Bylaw No. 2-2021, being a bylaw to terminate closed Subscriber files, be read a third time and finally adopted.

**CARRIED.**

**6. NEW BUSINESS – CORRESPONDENCE**

- a. Resort Village of Thode – Corporate Bylaw
- b. SaskWater – Request for Information
- c. Prairie Law Group – subscriber file
- d. R.M. of Corman Park – SE Concept Plan
- e. R.M. of Dundurn – Corporate Bylaw

31/2021 CARLSON ) **THAT** a response be sent to the R.M. of Dundurn that any information regarding the corporate bylaw will be reviewed at the April 7<sup>th</sup> Corporate Partners joint meeting and **THAT** the Board will take no action regarding the corporate bylaw and **THAT** an annual meeting for the Subscribers will be held in May via ZOOM Video Conferencing.

**CARRIED.**

32/2021 FERNETS ) **THAT** the Correspondence, having been read, be accepted and filed.

**CARRIED.**

**7. NEW BUSINESS – ADMINISTRATOR REPORT**

33/2021 MCARTHUR ) **THAT** the Administrator’s Report and Employee Payroll Report for the March 24, 2021 meeting, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**7.c. BIGGER DOLE FLOW DISCUSSION**

Some subscribers are inquiring if they can have a bigger dole flow for more water consumption.

34/2021 CROWDER ) **THAT** the Board approve Policy No. 431 stating **THAT** if a Subscriber requests a bigger dole flow, they will be allowed to finance this capital connection cost through the Utility. The Subscriber can finance the capital cost for a 3 year, 4 year or 5 year loan at the current Bank of Canada prime rate. The loan can be paid off at any time with no penalty.

**CARRIED.**

**7.d. TRANSFER OF PROPERTY TO R.M.’s**

35/2021 DYCK ) **THAT** the Board approve Policy No. 411 stating **THAT** for any parcel of land belonging to a Subscriber and is transferred to the R.M. of Corman Park, the R.M. of Dundurn, the R.M. of Rosedale and the R.M. of Blucher or to a Financial Institution, no Subscribe Agreement (Transfer of Property) will be signed and no transfer fee will be charged.

**CARRIED.**

**8. NEW BUSINESS – MONTHLY FINANCIAL REPORT**

Michael Kuzma reviewed the complete Financial Report.

36/2021 OLYNIUK ) **THAT** the Financial Reports ending February 28, 2021 as presented by Michael Kuzma, which are attached to and form a part of these Minutes, be approved as presented.

**CARRIED.**

**9. NEW BUSINESS – COMMITTEE REPORTS**

Michael and Rosalind reviewed the Finance Committee minutes from March 9, 2021.

**Purchase of Badger Radio Endpoints**

37/2021 FERNETS ) **THAT** based on the recommendation of the Finance Committee, **THAT** the board approves the purchase of 200 Badger Radio endpoints to install at all Subscriber’s homes in the R.M. of Corman Park.

**CARRIED.**

**Solar Panel Installation at Pump House #4**

The Board has stated they will look at solar panel installation at pump house #4 in 2022.

38/2021 SERVETNYK ) **THAT** the Board approves the following changes to our RBC accounts:  
To change the Dundurn Rural Water Utility general chequing account to the Ultimate Business Account, open an RBC Business Essential Savings Account, and **THAT** we order the Cheque-Pro machine to deposit cheques from our office.

**CARRIED.**

**10. ACCOUNTS PAYABLE REVIEW AND APPROVAL**

39/2021 MCARTHUR ) **THAT** the accounts from Cheque No. 4479 to Cheque No. 4499, along with other payments, a list of which is attached to and forms a part of the March 24, 2021 Minutes, be approved as presented.

**CARRIED.**

**11. ANNUAL MEETING DISCUSSION**

40/2021 CROWDER ) **THAT** upon confirmation with our Auditor, Max Lingard, the Annual Meeting of the Subscribers will be held **Wednesday, May 5<sup>th</sup> at 7:00 p.m.** via ZOOM Video Conferencing and if this date is not suitable, the meeting will be held Wednesday, May 12<sup>th</sup>.

**CARRIED.**

